

INSTRUCTIONS FOR REGISTRATION PROCESS

1 County Responsibility

- Distribute forms as necessary
- Review forms when returned for accuracy/completion
- Upon receiving payment, assign expiration date, registration number, and sign
- Provide the NCR copy to applicant, along with complete copy of application packet
- Review County pesticide use reports and records to determine if County files contradict registration information
- Submit fees and complete forms to CDFA

2 Applicant's Responsibility

Following the instructions below, the applicant must complete all necessary forms.

3 Form Review

The County will review all forms and assign a registration number only if it is complete and in compliance with State law.

4 Disposition of Application/Registration Form

The County submits the white and yellow copies with all attachments, including the applicant's registration fee to:

Cashier – C.D.F.A.
PO Box 942872
Sacramento, CA 94271-2872

- 5** The County retains the pink copy with a copy of all attachments for County records and gives the registrant the goldenrod copy, which serves as their temporary registration (they will later receive their official copy from the CDFA).
- 6** NOTE: Upon review, the CDFA Secretary shall reject a registration, which is incomplete, or not in compliance with State law. In the event of such rejection, the Secretary shall notify the County Agricultural Commissioner involved, the bases upon which the rejection was determined, and what is required in order for the applicant to become officially registered.